

## GENERAL SOURCE DATA FORM GSD-01 — INSTRUCTIONS

The purpose of GSD-01 is to provide essential information about the entire source of air pollutant emissions. GSD-01 is a required form for all air permit applications submitted to the [Indiana Department of Environmental Management \(IDEM\), Office of Air Quality \(OAQ\)](#). For the purposes of this form, the term “source” refers to the plant as a whole and NOT to the individual emissions units.

If you have any questions, contact the IDEM OAQ Permit Reviewer of the Day (PROD) at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the [online form](#).

### Part A: Source Location Information

Part A is intended to gather information about the location of the source of air pollutant emissions. The questions in this section refer to the plant site, or “source”, of air emissions.

**1. Source Name:**

Provide the legal name of the company or plant that will be used to conduct official business with this source.

If the name of the company or plant was recently changed (i.e., within the last six (6) months to one (1) year, or since this source last applied for an air permit or modification), please provide the past name for item #10.

**2. Portable / Stationary: Is this a portable or stationary source?**

Indicate whether the source is “portable” or “stationary” by checking the appropriate box. A portable source is defined in 326 IAC 2-1.1-1(15), and a new portable source is defined in 326 IAC 2-1.1-1(9). A stationary source is defined in 326 IAC 2-3-1(aa).

NOTE: For portable sources, indicate the original location information in items 3-9.

**3. Location Address:**

Provide the address where the source is located. This may or may not be the mailing address. For new source construction, provide the address of the site where the source will be located.

If the location of the source was recently changed (i.e., within the last six (6) months to one (1) year, or since this source last applied for an air permit or modification), please provide the past location for item #11.

**4. County Name:**

Provide the name of the county where the source is located. For new source construction, provide the county where the source will be located.

**5. Township Name:**

Provide the name of the township where the source is located. For new source construction, provide the township where the source will be located.

**6. Latitude and Longitude:**

Provide the latitude and longitude of the source. This information may be obtained from [United States Geological Survey \(USGS\)](#) maps.

**7. Universal Transversal Mercator Coordinates (if known):**

Universal Transversal Mercator (UTM) coordinates describe the exact location of the source. They can be obtained from the [USGS](#) or the [Indiana Department of Natural Resources](#) (IN-DNR). Zone 16 is a fixed UTM number for Indiana.

**8. Adjacent States: Is this source located within 50 miles of an adjacent state?**

Indicate whether or not the source is located within fifty (50) miles of the border of a state adjacent to Indiana. If yes, identify the state(s) whose border is within 50 miles of this source. [Illinois (IL), Michigan (MI), Ohio (OH), or Kentucky (KY)].

**9. Attainment Area Designation: Is this source located within a non-attainment area for any one of the criteria air pollutants?**

Indicate whether or not the source is located within a non-attainment area for any one of the criteria air pollutants. If yes, identify the pollutants for which this source is considered to be in a non-attainment area. Refer to 40 CFR 81.315 for more information on attainment area designations. [Ozone (O<sub>3</sub>) – regulated as volatile organic compounds (VOC), nitrogen dioxide (NO<sub>2</sub>) – regulated as nitrogen oxides (NO<sub>x</sub>), sulfur dioxide (SO<sub>2</sub>), particulate matter (PM), particulate matter less than 10 microns (PM<sub>10</sub>), carbon monoxide (CO), and lead (Pb)].

## Part B: Source Status

Part B is intended to gather information about the current and recent status of the source.

### 10. Source Name History: Has this source recently been operated under any other name(s)?

Indicate whether the source has recently changed its legal name. For the purposes of this question, "recently" means within the last twelve (12) months, or since this source last applied for an air permit or modification.

### 11. Source Location History: Has the location of this source recently changed?

Indicate whether the source has recently changed its location address. For the purposes of this question, "recently" means within the last twelve (12) months, or since this source last applied for an air permit or modification.

NOTE: This question only applies to portable sources. Stationary sources cannot "relocate"; therefore, any stationary source that moves to a new location is considered a new source and must comply with the applicable new source construction rules in 326 IAC 2-5.1.

### 12. Established Permitting Level: Has a permitting level been established for this source?

Check "No" if this application is for an initial air permit. Check "Yes" if the source has previously applied for an air permit and a permitting level was established.

If you do not know whether or not a permitting level has been previously established for your source, contact the IDEM OAQ Permit Reviewer of the Day (PROD) at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the [online form](#).

### 13. Existing Approvals: Have any exemptions, registrations, or permits been issued to this source?

Check "No" if this application is for an initial air permit. Check "Yes" if the source has applied for and received approval for any other air construction or operating permits in Indiana. List these permits and their corresponding emissions units in Part I: Existing Approvals.

If you do not know whether or not an air permit has been previously issued for your source, contact the IDEM OAQ Permit Reviewer of the Day (PROD) at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the [online form](#).

### 14. Unpermitted Emissions Units: Does this source have any unpermitted emissions units?

Check "No" if there are no existing unpermitted emissions units at the source and no new construction has taken place subsequent to last issued air permit for this source; otherwise check "Yes". This question also applies to insignificant and/or trivial emissions units that do not require pre-construction approval. List these unpermitted emissions units in Part J: Unpermitted Emissions Units.

### 15. New Source Review: Is this source proposing to construct or modify any emissions units?

Check "No" if the application is for a permit renewal, and no additional emissions units are to be constructed or modified at this time. Check "Yes" if this application is for an initial air permit or for a modification to an existing source. List these new or modified emissions units in Part K: New or Modified Emissions Units.

### 16. Risk Management Plan: Has this source submitted a Risk Management Plan?

A Risk Management Plan (RMP) is required under Section [112\(r\)](#) of the Clean Air Act (CAA) for certain sources that have a Section 112(r) listed chemical above the threshold amount in a process. These sources must comply with the Chemical Accident Prevention Provisions in [40 CFR 68](#). These provisions include the requirement to have a Risk Management Program and the requirement to submit an RMP to EPA pursuant to 40 CFR 68 Subpart G.

Check "Not Required" if a RMP is not required for your source. Check "No" if a RMP is required for the source but has not yet been submitted to EPA. Check "Yes" if your source has submitted a RMP to EPA and provide date on which you submitted the RMP and the EPA Facility Identifier that was assigned to your source.

The EPA Facility Identifier is a twelve (12) digit number that the EPA assigns to a source once they have determined an RMP is complete. The EPA Facility Identifier will be four (4) digits, a space, four (4) more digits, another space, and then four (4) more digits. If you are unsure of your EPA Facility Identifier, you can look it up on the [EPA Chemical Emergency Preparedness and Prevention Office](#) website.

## Part C: Source Contact Information

Part C is intended to gather information on how to contact the source to request additional information, or to provide information to the source regarding this permit application.

### 17. Name of Source Contact Person:

You must provide a contact person at the source, even if a consulting firm is preparing the application. The contact person cannot be the consultant.

**18. Title:**

*(Optional)* Provide the title or basic job description for the source contact person.

**19. Mailing Address:**

Provide the mailing address for the source. If the mailing address is the same as the location address, put the words "Same As Location" on this line.

**20. Internet Address:**

*(Optional)* Provide the Internet address (website) for the source.

**21. Electronic Mail Address:**

*(Optional)* Provide the electronic mail (email) address for the source (or for the contact person at the source).

**22. Telephone Number:**

Provide the telephone number for the source (or for the contact person at the source).

**23. Facsimile Number:**

*(Optional)* Provide the facsimile number for the source.

## **Part D: Authorized Individual / Responsible Official Information**

Part D is intended to gather information on how to contact the person who will be responsible for the truth, accuracy, and completeness of this permit application.

**24. Name of Authorized Individual or Responsible Official:**

Provide the name of the person who will provide certification for the application, any required reports, and compliance certifications. For a registration, new construction project (NSR – New Source Review), MSOP, or FESOP, this person is the "authorized individual". An "authorized individual" is defined in 326 IAC 2-1.1-1(1). For a TVOP or a SSOA, this person is the "responsible official". A "responsible official" is defined in 326 IAC 2-7-1(34).

**25. Title:**

Provide the title of the authorized individual or responsible official.

**26. Mailing Address:**

Provide the mailing address for the source (or for the authorized individual/responsible official for the source).

**27. Telephone Number:**

Provide the telephone number for the source (or for the authorized individual/responsible official for the source).

**28. Facsimile Number:**

*(Optional)* Provide the facsimile number for the source (or for the authorized individual/responsible official for the source).

## **Part E: Owner Information**

Part E is intended to gather information about the owner of the source.

**29. Name of Owner:**

Provide the legal name of the company that owns the source.

If the "Owner" company is under the same name as the source then put the words "Same As Source" on this line. If the "Owner" company also has the same contact information as the source, omit items #30 through #33 and proceed to item #34.

**30. Name of Owner Contact Person:**

Provide the name of a representative of the company that owns the source that shall serve as the official contact person for business with the "Owner" company.

**31. Mailing Address:**

Provide the mailing address for the "Owner" company.

**32. Telephone Number:**

Provide the telephone number for the "Owner" company (or for the "Owner" contact person).

**33. Facsimile Number:**

*(Optional)* Provide the facsimile number for the "Owner" company.

**34. Operator: Does the "Owner" company also operate the source to which this application applies?**

Check "No" if a company, other than the owner, operates this source, and provide information on the operator in the

next section, Part F: Operator Information. If the operating company and the owner company are the same, check "Yes", enter "Same As Owner" for item #35, and proceed to Part G: Agent Information, omitting items #36 through #39.

## Part F: Operator Information

Part F is intended to gather information about the operator of the source.

### 35. Name of Operator:

Provide the legal name of the company that operates the source.

If the "Operator" company is under the same name as the source then put the words "Same As Source" on this line. If the "Operator" company also has the same contact information as the source, omit items #36 through #39 and proceed to the next section, Part G: Agent Information.

If the "Operator" company is under the same name as the owner then put the words "Same As Owner" on this line. If the "Operator" company also has the same contact information as the owner, omit items #36 through #39 and proceed to the next section, Part G: Agent Information.

### 36. Name of Operator Contact Person:

Provide a contact person for the "Operator" company. This contact person may also be the source contact, but cannot be a consultant.

### 37. Mailing Address:

Provide the mailing address for the "Operator" company.

### 38. Telephone Number:

Provide the telephone number for the "Operator" company (or for the "Operator" contact person).

### 39. Facsimile Number:

(Optional) Provide the facsimile number for the "Operator" company.

## Part G: Agent Information

(If Applicable) Part G is intended to gather information about the entity or firm that will represent this source. This may be a consultant or a legal firm.

### 40. Name of Agent:

Provide the legal name of the entity or firm representing this source. If no such representation exists then put the words "Not Applicable" on this line and proceed to the next section, Part H: Source Process Description, omitting items #41 through #45.

### 41. Name of Agent Contact Person:

Provide a contact person for the agent.

### 42. Mailing Address:

Provide the mailing address for the agent.

### 43. Electronic Mail Address:

(Optional) Provide the electronic mail (email) address for the agent (or for the agent contact person).

### 44. Telephone Number:

Provide the telephone number for the agent (or for the agent contact person).

### 45. Facsimile Number:

(Optional) Provide the facsimile number for the agent.

### 46. Request for Follow-up: Does the "Agent" wish to receive a copy of the preliminary findings during the public notice period (if applicable) and a copy of the final determination?

Check "No" if the "Agent" does not wish to receive a copy of the preliminary findings or the final determination. If the "Agent" is assisting the company in following the progress of this application, check "Yes". Answering "Yes" to this question will guarantee that the "Agent" receives a copy of the draft and final permit. If the "Agent" wishes to receive copies of other correspondence between the company and IDEM, OAQ, the "Agent" will need to coordinate retrieval of this information with the company contact. Please note that inclusion of an electronic email address will make it easier for IDEM, OAQ to contact the "Agent", but does not guarantee that the permit reviewer will regularly correspond with the "Agent" via electronic mail.

## Part H: Source Process Description

Part H is intended to identify the full process description of the primary and any secondary or support operations at this source including identification of products, SIC Codes, and NAICS Codes.

### 47. Process Description:

Identify the main processes for this source. The primary process should be listed first, followed by any secondary or support operations.

### 48. Products:

Identify the products associated with each of the process(es) identified.

### 49. SIC Code:

Identify the [Source Industrial Classification \(SIC\) Codes](#) that correspond to the process(es) identified.

### 50. NAICS Code:

Identify the [North American Industrial Classification System \(NAICS\) Codes](#) that correspond to the processes identified.

If you already know the SIC code for the industrial process, you may cross-reference the code with a NAICS code by using the NAICS/SIC cross-reference available at <http://www.naics.com/files/sic2naic.htm>. Many SIC codes do not directly cross-reference with NAICS codes; if this is the case, then choose the NAICS code(s) that best describes your manufacturing operation(s).

NOTE: The NAICS Codes are slated to replace the SIC Codes for permitting and reporting purposes after December 31, 2002.

## Part I: Existing Approvals

Part I is intended to gather information about all air operating and construction permit numbers and their corresponding emissions unit identification numbers. Please list the permit in order of the most recent/current permit to the oldest/original permit.

### 51. Permit ID:

Provide all permit identification numbers associated with this source.

NOTE: A copy of each permit identified above must be attached to this permit application.

### 52. Emissions Unit ID:

Provide the emissions unit identification number for every emissions unit that is associated with the listed permit. These identification numbers should correspond to the identification given to the emissions unit when completing subsequent air permit application forms. If any of the emissions units have been previously permitted under a different identification number, please attach documentation of the changes that resulted in the renumbering of the emissions unit(s). It may be necessary to include additional pages if there are several existing approvals for this source.

### 53. Expiration Date:

Provide the expiration date of the listed permit. The expiration date will be noted on the cover page of your permit. Most approvals expire five (5) years after the issuance date. All sources are required to submit an application to renew their permit prior to the expiration date.

If you do not know whether or not your permit has an expiration date, contact the IDEM OAQ Permit Reviewer of the Day (PROD) at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the [online form](#).

## Part J: Unpermitted Emissions Units

Part J is intended to gather information about all unpermitted emissions units.

### 54. Emissions Unit ID:

Provide the identification number for every emissions unit that is currently unpermitted. This question also applies to insignificant and/or trivial emissions units that do not require pre-construction approval. These identification numbers should correspond to the identification given to the emissions unit when completing subsequent air permit application forms. It may be necessary to include additional pages if there are several unpermitted emissions units for this source.

### 55. Type of Emissions Unit:

Provide a short description that defines the type of emissions unit. For example, most sources have at least one emissions unit that is used to provide heat to a building or to provide steam for process. In the first case, you would

refer to the emissions unit as a "Process Heater," but in the second case, you would refer to the emissions unit as a "Boiler."

**56. Actual Dates:**

Provide the actual dates when construction began for the emissions unit, when construction was completed, and when you began operating the emissions unit.

NOTE: If the emissions unit has not yet been constructed, you should be using the next section, Part K: New or Modified Emissions Units, to enter information on that emissions unit.

If you have begun construction on the emissions unit, but have not yet completed this construction process, you should enter the estimated dates for both the construction completion date and the date you intend to begin operation of the emission unit.

If you constructed the emissions unit, but have not yet begun operating the emissions unit, you should enter an estimation of the date you intend to begin operating the emission unit.

## **Part K: New or Modified Emissions Units**

Part K is intended to gather information about all proposed new construction including the addition of new process emissions units and modifications to existing emissions units.

**57. Emissions Unit ID:**

Provide the identification number for every proposed new emissions unit that is to be constructed and for every emissions unit for which you are proposing modifications. These identification numbers should correspond to the identification given to the emissions unit when completing subsequent air permit application forms. It may be necessary to include additional pages if there are several new emissions units and/or modifications proposed for this source.

**58. NEW:**

Place a check mark in this cell if the emissions unit is new construction.

**59. MOD:**

Place a check mark in this cell if the emissions unit is being modified.

**60. Type of Emissions Unit:**

Provide a short description that defines the type of emissions unit. For example, many sources have surface coating operations. You would refer to the corresponding emissions unit as a "Paint Booth."

**61. Estimated Dates:**

Provide an estimation of the dates when construction for the emissions unit will begin, when construction will be completed, and when you intend to begin operating the emissions unit.

NOTE: If the emissions unit is under construction, has already been completely constructed, and/or is currently operating, you should be using the previous section, Part J: Unpermitted Emissions Units, to enter information on that emissions unit.

## **Part L: Local Library Information**

Part L is intended to gather information about the local library that is located nearest to the source in the same county.

**62. Date permit application records were (or will be) placed in the library:**

Provide the date on which you filed your permit application packet with the local library. If you have not yet submitted a copy of your application packet to the local library, provide the date on which you intend to place these materials in the library.

NOTE: The public notification laws require that each applicant place a copy of their complete permit application packet at a local public library within ten (10) days after submitting the permit application to IDEM, OAQ. Any additional information that is submitted to IDEM, OAQ regarding this permit application must also be filed at the same library no later than ten (10) days after submitting the information to the IDEM, OAQ. Failure to comply with public notice and library filing requirements may result in the denial of your permit application. Refer to the general instructions and the [Online Permit Guide](#) for more information on the public notice statutes applicable to your source.

**63. Name of Library:**

Provide the name of the library that will be retaining a copy of your permit application and related materials for public review. You must choose the library that is nearest to the source and within the same county where the source is located. If more than one library will be retaining a copy of your permit application, please give us information for each library.

**64. Name of Librarian:**

*(Optional)* Provide a contact person for the local library.

**65. Mailing Address:**

Provide the mailing address for the local library.

**66. Internet Address:**

*(Optional)* Provide the Internet address (website) for the local library.

**67. Electronic Mail Address:**

*(Optional)* Provide the electronic mail (email) address for the local library (or for the librarian).

**68. Telephone Number:**

Provide the telephone number for the local library (or for the librarian).

**69. Facsimile Number:**

*(Optional)* Provide the facsimile number for the local library.